



College Fees & Charges Policy

Approved by:	Finance & Resources	Date: June 2019
Last reviewed on:	June 2019	
Next review due by:	June 2021	
Monitoring & Review	The Finance & Resources Committee will review the policy every two years.	
Links	Trust Charging & Remissions Policy Academies Financial Handbook	
Staff responsible	Finance & Resources Committee, College Finance Director, Trust Finance Director.	

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1. Introduction & Aims

This policy outlines the circumstances in which the setting of fees and charges at The Sixth Form College, Solihull is delegated to the College's management and specifies when fees and charges require approval by the Finance & Resources Committee.

The Trust has a separate charging policy to covers its schools and some aspects of the College's charges such as remission. As College students are not subject to the same limits on charges as school pupils, the College also has this separate charging policy to cover the setting of College fees and charges.

2. Approval by Finance & Resources

The Finance & Resources Committee must approve all fees and charges that generate an annual income stream for the College of over £50,000.

The Committee must also approve College fees and charges that are controversial. Controversial charges are defined as those that have the potential to give rise to intense negative feelings in the College's students or parents and could apply to both setting new charges and raising existing charges.

3. Approval by Management

Fees and charges that are not controversial and generate an annual income under £50,000 can be set by managers who must comply with the following principles:

- Fees should be competitive but fair.
- Fees should adequately cover the cost of providing the service that is being charged for.
- Price increases should be reasonable and communicated to the payer with sufficient warning.
- Fees should increase incrementally rather than having a sudden large increase every few years.